990

National Endowment for the Arts

Application Guidelines Fiscal Year 1990

90 Visual Arts Organizations

NF 2.8/2-15:

READEX FICHE best copy available

OMB No. 3135–0066 Expires 3/31/90

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Visual Artists Organizations	June 15, 1989	March 1990	April 1990
Art in Public Places	October 13, 1989	June 1990	July 1990
Visual Artists Forums	Nov. 1, 1989	June 1990	July 1990
Special Projects	Applications will be accepted at any time during the year, but no later than March 30, 1990		

LATE APPLICATIONS WILL BE REJECTED.

Application packages must be postmarked by the Deadline Date shown for your category on the Application Calendar. Late applications or applications incomplete when the panel meets will be rejected.

NOTE: This booklet contains guidelines for organizations only. Guidelines for the Visual Artists Fellowships category can be requested from:

Visual Arts Program/Fellowships Guidelines _____ (specify medium)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5448
(Voice/TDD 202/682-5496)

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation; artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden in availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

OMB No. 3135–0066 Expires 3/31/90

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Visual Artists Organizations	June 15, 1989	March 1990	April 1990
Art in Public Places	October 13, 1989	June 1990	July 1990
Visual Artists Forums	Nov. 1, 1989	June 1990	July 1990
Special Projects	Applications will be accepted at any time during the year, but no later than March 30, 1990		

LATE APPLICATIONS WILL BE REJECTED.

Application packages must be postmarked by the Deadline Date shown for your category on the Application Calendar. Late applications or applications incomplete when the panel meets will be rejected.

NOTE: This booklet contains guidelines for organizations only. Guidelines for the Visual Artists Fellowships category can be requested from:

Visual Arts Program/Fellowships Guidelines _____
National Endowment for the Arts (specify medium)
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5448
(Voice/TDD 202/682-5496)

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation; artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden in availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

Statement of Mission
National Endowment for the Arts
continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for the Deaf 202/682-5496

Visually or learning impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

Table of Contents

Introduction	4
Application Review	4
Grants to Organizations	5
Important Information for all Organizational Applicants	5
Visual Artists Organizations	7
Visual Artists Forums	12
Art in Public Places	15
Special Projects	18
Other Programs of Interest	19
Application Information	21
Legal Requirements	21
How to Apply for Grants to Organizations	22
Instructions for Completing Grant Application Form	23
Application Forms	25
Organization Grant Application Form NEA–3 (Rev.)	25
Visual Artists Organizations Supplementary Information Sheet	29
Visual Artists Forums Supplementary Information Sheet A	31
Visual Artists Forums Supplementary Information Sheet B	33
Art in Public Places Supplementary Information Sheet	35
Assurance of Compliance Form	37
Application Acknowledgment Cards	Back cover

Introduction

The Visual Arts Program assists visual artists of exceptional talent working in a wide range of styles and media. It also awards matching grants to visual artists organizations, state and local government units, educational institutions, and other nonprofit, tax-exempt groups.

Throughout all funding areas emphasis is on work of contemporary visual artists that reflects serious and exceptional aesthetic investigation.

The visual arts are defined as, but not limited to, work expressed through a wide variety of visual media: painting, sculpture, photography, crafts, printmaking, drawing, artists books, video, performance, conceptual, and new genres.

THIS BOOKLET CONTAINS FISCAL YEAR 1990 GUIDELINES FOR ORGANIZATIONS ONLY. Support will be offered through the following categories: Visual Artists Organizations, Visual Artists Forums, Art in Public Places, and Special Projects.

Support for individual artists working in all media will be offered through the Visual Artists Fellowships category. Guidelines for Fellowship applicants should be requested from the Visual Arts Program (see address below).

Application Review

The appropriate Visual Arts Panel, a rotating committee of experts in the appropriate visual arts field, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

When notified of receipt of a grant, applicants may request full or partial payment depending on the nature and schedule of the project. Details will accompany the grant award letter.

If you have any questions or need help with your application, write or call this program. We can be reached at:

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5448
(Voice/TDD 202/682-5496)

Grants to Organizations

The Visual Arts Program provides support to organizations that serve visual artists through the following categories: Visual Artists Organizations, Visual Artists Forums, Art in Public Places, and Special Projects. In addition to the category descriptions, read carefully the information below.

Generally, organizations may apply under only one category per year.

Important Information for All Organizational Applicants:

Legal Requirements: Grants will be made only to organizations meeting the legal requirements on page 21.

Matching Funds: Generally, grants to organizations may be used to pay no more than half the cost of any project. While the required matching funds should come primarily from cash contributions or earned income, in-kind contributions (e.g., donated services and materials) may sometimes be used as partial matching for Endowment grants.

Application Deadlines: Applications must be postmarked by the Deadline Date shown for your category on the Application Calendar inside the front cover of these guidelines. Late applications or applications incomplete when the panel meets will be rejected.

Period of Support: **A grant period of more than one year is allowed.** The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Scope of Projects: Applications for new or innovative activities are welcome. Applicants may, however, request assistance to strengthen existing or previously supported activities. Organizations should not attempt to extend their activities beyond their ability to sustain them without Arts Endowment funds.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision can involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Continuing Support: A grant awarded to an organization one year does not imply Endowment support for subsequent years. Each year, every application is reviewed in competition with other applications in the same category, and the level of support, if any, is determined in the context of the quality and merit of the project, the number of requests, and the funds available.

Affirmative Action: The Visual Arts Program asks all applicants to be mindful of insuring opportunities for women and minorities.

Access: Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. Costs of program accommodations for people with various disabilities (e.g., sign language interpreters, cassette recordings of printed materials or large print labeling) are generally eligible project costs. For more information, see "Other Programs of Interest/ Office for Special Constituencies" on page 20.

Acknowledgment of Endowment Support: Organizations receiving grants must credit the National Endowment for the Arts in all published materials and announcements regarding the project.

(Continued on next page)

Grants to Organizations, continued

Final Reports: At the end of the grant period, the Endowment requires acceptable final reports, including appropriate visual documentation, from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the February 1988 or any prior meeting of the National Council on the Arts (NOTE: Grants awarded prior to FY 1984—grant letters dated on or before September 30, 1983—are not covered by this policy) are ineligible for subsequent funding from the Endowment Program (any category) where the delinquent Final Report was due.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the May 1988 or any subsequent meeting of the National Council on the Arts are ineligible for subsequent funding from any Endowment Program.

Any Final Reports not previously submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Do not include Final Reports as part of your new application package.

Visual Artists Organizations

Grants in this category support organizations which encourage individual artistic development, experimentation, and dialogue between visual artists and the public. Visual artists organizations' primary purpose is to serve the needs of, and enhance opportunities for, visual artists, and assure them an integral role in policy development and programming. Priority will be given to organizations that provide professional fees to artists and whose programs are of national or regional significance.

Support is available for a variety of ongoing visual arts programs, including exhibitions, access to working facilities, and services activities. In support of these programs, funds also may be requested for direct payment to artists for their participation in an organization's ongoing activities. Applicants may be involved in one or more of these areas and should include all visual arts programming in their application material.

Also read carefully "Grants to Organizations" on page 5. **All applicants should contact the Visual Arts Program (202/682-5448) before submitting an application.**

Eligibility

Organizations may apply that:

- Are originated by or for visual artists or to further their interests.
- Generate interaction and dialogue among visual artists and between artists and the public.
- Encourage and support the production and presentation of contemporary art which reflects continued, serious, and exceptional aesthetic investigation.
- Have been in continuous operation for at least one year.
- Meet the legal requirements on page 21.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

We Fund

Funds should be requested for programming in the following areas:

- Exhibitions, installations, and other presentations of contemporary visual artists' work.
- Working Facilities that provide visual artists with the space, equipment, and means to experiment and produce new work and with access to technical assistance.
- Services that have a direct and immediate effect on the professional lives of a broad community of visual artists, such as information, resource, and advisory services; financial, legal, and technical assistance; and lectures, seminars, and publications.

In support of these programs funds should also be requested for direct payment to artists for their participation in an organization's ongoing programming and activities. The Visual Arts Program expects the payment of professional fees to artists in the form of honoraria or stipends for presentation of work in exhibitions, for creating a gallery installation or site-specific piece, for presenting a performance, lecture, or demonstration, for leading a workshop, for creating new work during a residency, or for contributing to a publication. These fees should be exclusive of costs for artists' travel, per diem, or supplies and materials as well as costs for exhibition materials, publicity, and similar programming expenses. The Endowment expects payment of professional fees to all artists who provide their work or services to an organization's programs.

NOTE: Visual Artists Organizations generally are not eligible to apply under the Visual Artists Forums category. Support for Forums activities and publications (see description on page 12) should be requested as part of your Visual Artists Organizations application. Please contact the Visual Arts Program if you have any questions.

(Continued on next page)

Visual Artists Organizations, continued

We Do Not Fund

- Amateur, student, or adult education groups.
- Construction or renovation of facilities.
- Basic real estate and maintenance costs.
- Purchase of major equipment.
- Creation of new organizations.

Review Criteria

In reviewing applications, panelists will consider each of the following:

- Quality of artists' work as demonstrated by visual documentation of recent and proposed programs.
- Quality, innovation, and timeliness of current and proposed activities.
- Evidence that visual artists have an integral role in policy development and programming.
- Commitment to payment of professional fees to visual artists.
- Evidence of due consideration of women and individuals of racially and culturally diverse communities.
- Appropriateness and adequacy of facilities and equipment.
- Constituency and community served.
- Evidence of applicant's ability to administer the project, including organizational stability and appropriateness of budget for the proposed activities.
- Evidence of sound management, planning, and development policies.
- Completeness and clarity of application package. (See requirements below.)

Grant Amounts

The maximum grant amount in this category is generally $50,000. Most grants range between $5,000 and $30,000. In FY 1988, the average grant was $17,000. All grant funds must be matched at least one-to-one.

The panel will recommend grant amounts based on the programs for which support is requested; the amount requested; the applicant's overall budget and its commitment to each of the proposed programs; available funds; and the items listed in "Review Criteria" above.

Deadline and Announcement Dates

See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Please read this section completely before attempting to fill out your application form and assemble your visual documentation. Turn to page 29 and familiarize yourself with the information requested in the Visual Artists Organizations Supplementary Information Sheet. Also refer to page 22 of these Guidelines, "How to Apply for Grants to Organizations." This will provide you with a list of required application materials and the order in which they should be presented.

Complete, concise information is crucial to the success of your request. It is important that you provide all applicable information called for in 1.–7. below in the format requested. **Please do not exceed prescribed page limitations.**

Visual Artists Organizations applicants must submit:

1. **Three copies** of a completed Organization Grant Application form NEA–3 (Rev.). In Section IV of this form describe the programming for which you are requesting support. **The first sentence of this description should briefly summarize your entire proposal.** Do not continue this description on additional pages. In your Section IV narrative please do not duplicate information requested in the Visual Artists Organizations Supplementary Information Sheet. This material will be reproduced for panel review.

(Continued on next page)

2. Detailed information about past and future programming in applicable programming areas. You must provide all of this information in no more than six additional 8½" × 11" pages. Please submit **three copies** of each page. This material will be reproduced for panel review. **Do not exceed the six-page limitation.**

- For exhibition programming:

—**Provide a comprehensive list** of exhibitions and presentations since June 1988 using the format below. Provide all information requested.

(SAMPLE)

Type of Activity	Date	Artist/City/State	Fee Paid (Charged)
"Art in America"/solo exhibitions (curator, Susan Wong)	7/88	Pierre Normandie/ St. Louis/MO	$ 200
	8/88	Helga Ikea/Balt./MD	$ 200
	9/88	Miguel Garcia/LA/CA	$ 200
"New Talent"/group exhibition (juried by Boris Kraus)	10/88	12 artists/NY, CA, FL, TX, OH, SD	$ 50 each
"A Night in the Mountains"/ performance and installation	11/88	Sophia Bernini/Santa Fe/NM	$ 800

—**Provide a list of future exhibitions** and presentations from June 1989 through the end of the proposed grant period, if possible, using the same format.

—**If applicable, describe the extent** to which the past and future exhibition programming you have outlined presents the work of artists who are members of the organization. Please note on your slide script (see "Visual Documentation", page 11) which slides document the work of member artists.

- For working facilities programming:

—**Provide a comprehensive list** of your residency, workshop, and facility use activities since June 1988 using the format below. Provide all information requested.

(SAMPLE)

Type of Activity	Date	Artist/City/State	Length of Residency	Fee Paid (Charged)
Residency	8/88	Joseph Wykowski/ Seattle/WA	one month	$1,000
Workshop	10/88	Molly O'Neill/Dallas/TX (leader)	one week	$ 200
		12/RI,MA,PA,TN,KY (participants)	one week	$ (50)
Facility Use	6/88-6/89	10/IL, WI, NE, KS, MO	intermittent	$ (25) per week

—**Provide a list of future working facilities activities** from June 1989 through the end of the proposed grant period, if possible, using the same format.

—**Provide a brief description** of your major equipment and your policy for making this equipment available to artists.

—**Provide a brief explanation** of your policy regarding ownership and disposition of work created by visiting artists at the facility and how artists are compensated for work retained by the organization.

—**Provide a brief description** of the primary purpose of your workshops (e.g., are they mainly instructional or is the focus creation of new work?). Indicate the level of accomplishment of workshop participants (e.g., working artists, art students, hobbyists).

(Continued on next page)

- For services programming:

—**Provide a comprehensive list** of your services activities since June 1988, using the format below. Provide all information requested.

(SAMPLE)

Type of Activity	Date	Number of Artists Involved	Fee Paid (Charged)
Studio space referral	continuing	35	$ (none)
Artists' Newsletter	6x/year	500 (subs.)	$ (10)
Slide registry	continuing	1,000	$ (25*)
Annual conference	3/88	1,200	$ (75)
Lectures at conference	3/88	10	$ 200
Materials grants	continuing	100	$ 100 each
"Meet the Artist" (lectures)	monthly	12	$ 100

*Fee for curators, dealers, etc, who use registry; one time registration fee of $5 for artists.

—**Provide a list of future services activities** from June 1989 through the end of the proposed grant period, if possible, using the same format. Estimate the number of artists who will be involved.

—**Provide information,** in a concise and easily readable format, about how artists have benefitted from the services you offer. Demonstrate how your programs had a regional or national impact.

—**Provide additional information about publications** you produce, including number of copies printed and distributed, distribution plans and outlets, total number of subscriptions (if different from figure in table), total estimated readership, and estimated revenues from sales.

NOTE: "Fee Paid" in the above tables refers to direct payments to artists in the form of honoraria or stipends for use of work in exhibitions, for creating a gallery installation or site-specific piece, for presenting a performance, lecture, or demonstration, for leading a workshop, for creating new work during a residency, or for contributing a publication. These fees should be exclusive of costs for artists' travel, per diem, or supplies and materials as well as costs for exhibition materials, publicity, and similar programming expenses. The Endowment expects payment of professional fees to all artists who provide their work or services to an organization's programs.

3. **Three copies** of the completed Visual Artists Organizations Supplementary Information Sheet on page 29. This material will be reproduced for panel review.

4. **Three copies** of a statement (one-page maximum) describing your consideration of women and individuals of racially and culturally diverse communities in your programming and on your staff, board and advisory committees. This material will be reproduced for panel review.

5. One copy of a list of programming presented since June 1988 in disciplines other than visual arts (e.g. dance, theater, music), if applicable. Use format in 2. above.

6. One copy of your operating budget for the three years summarized in Section VIII of your Organization Grant Application Form NEA–3 (Rev.). Expense and income totals on your operating budget should be identical to those shown in Section VIII.

   One copy of a certified audited financial statement for the most recently completed fiscal year. Organizations with budgets below $100,000 in their most recently completed fiscal year may submit a signed financial statement, audited if possible. Form 990s are not acceptable.

(Continued on next page)

7. **Visual Documentation**

NOTE: VISUAL DOCUMENTATION IS A CRUCIAL ELEMENT OF YOUR APPLICATION MATERIAL AND MUST BE SUBMITTED AS PART OF YOUR APPLICATION PACKAGE. PLEASE TAKE TIME TO CHOOSE SLIDES WHICH EFFECTIVELY COMMUNICATE THE QUALITY OF YOUR PROGRAMMING.

Submit 40 slides. The first 20 will be projected at the panel meeting. These slides should document work presented or produced since June 1988. At least 2 slides should show work as installed in your exhibition space or show your working facilities as applicable. The majority of your slides should focus on the actual work of artists presented by, or using, your organization. Working facilities should emphasize work produced at the facility by resident artists, workshop leaders, and primary users. Avoid too many general installation or facilities views. The additional 20 slides should document the work of artists to be involved in future programming. These slides will be made available to the panel at its request.

Please submit slides in 9″ × 11″ clear plastic file sheets, not in Carousels. All slides should be 35mm size in 2″ × 2″ mounts for Carousel projection. Do not submit glass mounted slides. Please label each slide with a number (1–40), the name of your organization (abbreviate if necessary) and the name of the artist whose work the slide documents. You must also provide a script for your slides keyed to the numbers on the slides. Scripts should be typed on 8½″ × 11″ pages, should not exceed one page per slide sheet, and should provide for each slide the name of the artist, the title and date of the exhibition (if applicable), and the dimensions and medium of the work. The script may also contain brief explanatory statements about the work or programming documented so that the panel may quickly understand what is being presented.

In addition to slides, you should submit one copy of published materials which promote or document your programs, including announcements, brochures, and catalogues. **Do not send** resumes, letters of support, reviews, news articles, or press releases.

Keep copies of everything you send. All slides will be returned by regular mail after the panel has reviewed them. The Endowment cannot be responsible for any loss or damage.

If you have questions, please call the Visual Arts Program (202/682-5448)

Visual Artists Forums

Grants in this category support projects of national or regional significance that promote discourse regarding the visual arts.

Funding is available for a variety of projects which enable visual artists, critics, curators, and other visual arts professionals to communicate with peers and the public about visual arts ideas and issues or allow them to create and present new work in a context which stimulates discussion about contemporary art. Support is also available for non-commercial publications that contribute to the national dialogue on contemporary art. Only publications of the highest quality and of national or regional significance will be funded.

Also read carefully "Grants to Organizations" on page 5. **All applicants should contact the Visual Arts Program (202/682-5448) before submitting an application.**

Eligibility

Organizations must meet the legal requirements on page 21 and must represent at least one of the areas of activity listed below under "We Fund."

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

We Fund

- Projects which allow visual artists to **create** and **present** new work in a format or situation which encourages discourse and/or greater public awareness of contemporary art.
- Publications (art journals, anthologies, monographs) which foster **written** discourse of the highest quality regarding contemporary visual art or serve as alternative presenting forums for artists' work.
- Symposia, conferences, visiting artist programs, other projects (and documentation thereof) which foster **verbal** discourse of the highest quality about contemporary visual art issues and involve visual artists as well as curators, art historians, and critics.

We Do Not Fund

- Regular educational curricula or faculty positions.
- Administrative salaries (except for publications).
- Exhibitions.
- Purchase of equipment.
- Newsletters or exhibition catalogues.

NOTE: Visual Artists Organizations generally are not eligible to apply under the Visual Artists Forums category. Support for Forums activities and publications should be requested as part of their Visual Artists Organizations application. Please contact the Visual Arts Program if you have any questions.

Review Criteria

In reviewing applications, panelists will consider each of the following:

- Quality of artists' work as demonstrated by visual documentation.
- Quality, innovation, and timeliness of proposed project.
- Commitment to payment of professional fees to visual artists.
- Potential of project to promote discourse regarding the visual arts among artists and/or between artists and the public.
- Evidence of due consideration of women and individuals of racially and culturally diverse communities.
- Constituency and community served.
- Plans for informing the public about the project.
- Evidence of applicant's ability to administer the project, including organizational stability and appropriateness of budget for the proposed activities.
- Appropriateness and adequacy of facilities and equipment, if applicable.
- Completeness and clarity of application package. (See requirements below.)
- For publications (in addition to the above criteria):
  - —Quality of writing and of visual material proposed for inclusion and extent to which it adds to knowledge and understanding of the visual arts.
  - —Quality of prior publications or previously published work.
  - —Payment of professional fees to contributors.

Visual Artists Forums, continued, Grant Amounts

The maximum grant amount in this category is $25,000. Most grants range between $5,000 and $15,000. All grant funds must be matched at least one-to-one.

The panel will recommend grant amounts based on the programs for which support is requested; the amount requested; the applicant's overall budget and its commitment to each of the proposed programs; available funds; and the items listed in "Review Criteria" above.

Allowable Costs

Total project costs for visiting artists programs, symposia, and conferences should primarily reflect artists' fees and costs for travel, supplies, publicity, and documentation. For publications projects, applicants may include salaries and production costs. Fees to contributors should be given a high priority. The Visual Arts Program expects the payment of professional fees to artists and contributors and encourages applicants to cover a substantial portion of these fees and other allowable costs with funds other than those granted by the Endowment. Fees to artists or contributors, exclusive of any other costs, should be specified in Section IX.5. "Direct payments to artists" of the application form.

Deadline and Announcement Dates

See Application Calendar inside the front cover of these guidelines.

Special Application Requirements

These requirements have changed substantially in recent years. Please read them completely before attempting to fill out your application form and assemble your visual documentation. Turn to page 31 or 33 and familiarize yourself with the information requested in the applicable Visual Artists Forums Supplementary Information Sheet. Also refer to page 22 of these Guidelines, "How to Apply for Grants to Organizations." This will provide you with a list of required application materials and the order in which they should be presented.

For ALL FORUMS PROPOSALS OTHER THAN PUBLICATIONS, applicants must submit:

1. **Three copies** of a completed Organization Grant Application Form NEA–3 (Rev.). In Section IV of this form describe the project for which you are requesting support. You may continue this description on no more than 2 additional 8½" × 11" pages. Provide **three copies** of each additional page. In your project description, please do not duplicate information requested in Visual Artists Forums Supplementary Information Sheet A. This material will be reproduced for panel review.

   Your project description must contain:

   - A statement of the theme, content, or organizing principle of the proposed project.
   - Information about each proposed participant, including name, place of residence, medium (for artists) or area of expertise (e.g., "critic" or "art historian"), significance of each participant to the proposed project and whether each has been contacted and agreed to take part. Indicate the honorarium you will pay to each participant.
   - An outline of the structure of the proposed project. Provide information about lengths of residencies, specific activities of participants while in residence, and for symposia and conferences a brief agenda indicating topics, speakers, locations, and dates.
   - A statement about ownership and disposition of work created by visiting artists participating in the proposed project. Indicate how artists will be compensated for work retained by the organization.

2. **Three copies** of completed Visual Artists Forums Supplementary Information Sheet A on page 31. This material will be reproduced for panel review.

(Continued on next page)

3. **Visual Documentation**

NOTE: VISUAL DOCUMENTATION IS A CRUCIAL ELEMENT OF YOUR APPLICATION AND MUST BE SUBMITTED AS PART OF YOUR APPLICATION PACKAGE.

You must submit slides documenting the work of each proposed artist participant. Provide three to five slides per artist in 9" × 11" clear plastic slide file sheets, not in Carousels. All slides should be 35mm size in 2" × 2" mounts for Carousel projection. Do not submit glass mounted slides.

Please fill each slide file sheet to the extent possible. Please do not submit a separate slide file sheet for each artist. Label each slide with a number, the name of your organization, and the name of the artist. You must also provide a script for your slides, keyed to the number on the slides. Scripts should be typed on 8½" × 11" pages, should not exceed one page per slide file sheet and should provide for each slide the name of the artist, the date, dimensions, and medium of the work.

Keep copies of everything you send. All slides will be returned by regular mail after the panel has reviewed them. The Endowment cannot be responsible for any loss or damage.

For PUBLICATIONS, applicants must submit:

1. **Three copies** of a completed Organization Grant Application form NEA–3 (Rev.). In Section IV of this form describe the project for which you are requesting support. You may continue this description on no more than 2 additional 8½" × 11" pages. Provide **three copies** of each additional page. In your project description please do not duplicate information requested in Visual Artists Forums Supplementary Information Sheet B. This material will be reproduced for panel review.

   Your project description must contain:

   - For periodicals, an outline of themes of proposed issues, brief descriptions of proposed articles if available, and brief biographical information about proposed contributors (including significant recent publishing history).
   - For book projects, a description of the topics to be presented, samples or abstracts of proposed text (these can be provided on separate pages as attachments to the application narrative), and brief biographical information about proposed contributors (including significant recent publishing history).

2. **Three copies** of completed Visual Artists Forums Supplementary Information Sheet B on page 33. This material will be reproduced for panel review.

3. **Visual Documentation**

NOTE: VISUAL DOCUMENTATION IS A CRUCIAL ELEMENT OF YOUR APPLICATION AND MUST BE SUBMITTED AS PART OF YOUR APPLICATION PACKAGE.

For periodicals, applicants must submit twelve copies of recent issues including at least one copy of each issue produced since January 1989. In addition, you will be contacted and asked to provide copies of issues produced between the application deadline and January 1, 1990. Applicants for book projects should contact the Visual Arts Program (202/682-5448) before submitting examples of previous publications. For publications whose primary purpose is presentation of original work by visual artists (e.g., photography monographs), slides of proposed artists' work must be submitted. Follow the instructions for slide submission contained in the earlier "Visual Documentation" section, under "For all Forums proposals other than publications." Please contact the Visual Arts Program for specific requirements if you have questions.

Keep copies of everything you send. All slides will be returned by regular mail after the panel has reviewed them. The Endowment cannot be responsible for any loss or damage.

If you have questions, please call the Visual Arts Program (202/682-5448).

Art in Public Places

Grants in this category support public art projects of the highest quality and of national or regional significance which present visual artists with new challenges to create artwork for public places, broaden understanding of the opportunities for contemporary artists within the traditions of public art, and in which the artist has an integral role in all stages of the project.

In recent years, grants have supported innovative projects for spaces previously unexplored as sites for artworks, both interior and exterior, and have encouraged an increasing number of early-career visual artists. Applicants are encouraged to consider imaginative approaches to possible sites: rivers, waterfronts, parks, recreation facilities, airports, subways, roadsides, redevelopment zones, and public buildings. Privately owned land may be proposed as a site if it is an area to which the public has free access, such as a housing development or university campus.

Also read carefully "Grants to Organizations" on page 5. **All applicants should contact the Visual Arts Program (202/682-5448) before submitting an application.**

Eligibility

State and local government units and nonprofit tax-exempt organizations meeting the legal requirements on page 21 are eligible to apply.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

We Fund

- Public art projects focusing on newly created work as permanent features of public sites. Work may be in a variety of visual arts media, including painting, sculpture, photography, crafts, printmaking, drawing, artists books, video, performance and conceptual art, and new genres. The work must be appropriate to its site and the surrounding environment. Early participation of artists in site planning and design is essential.

- Planning activities or short-term projects designed to explore the potential of public art projects. Planning grants may help support: temporary installations, artists-in-residence programs, early participation of visual artists in a design process, and educational activities which encourage community involvement and understanding of public art. Payment of professional fees to artists for their participation in planning activities is expected.

- Collaborative efforts between visual artists and design professionals. In order to encourage excellence in the fusion of public art and the design of public places, increase communication and cooperation between visual artists and design professionals, and to cause the melding of ideas and experience, the Design Arts and Visual Arts Programs are both encouraging applications for exemplary public projects that involve a collaborative working relationship between visual artists and architects, landscape architects, and other design professionals.

NOTE: The most successful public art projects have been those involving the visual artist, the design professional, and the community in the initial planning and design stages. The Program expects the payment of professional fees to artists for their design proposals and other planning activities associated with a project. For collaborative projects, applicants should contact both the Visual Arts (202/682-5448) and Design Arts (202/682-5437) Programs.

We Do Not Fund

- Work not created specifically for the proposed site.
- Exhibition and acquisition programs.
- Open or juried competitions.

(Continued on next page)

Art in Public Places, continued,

Review Criteria

In reviewing applications, panelists will consider each of the following:

- Quality of the artists' work, as demonstrated by visual documentation.
- Quality, innovation, and timeliness of proposed project.
- Commitment to payment of professional fees to visual artists.
- Quality and appropriateness of the site.
- Involvement of the artist in all phases of the project, particularly during design.
- Quality of the artist selection committee and the selection procedures.
- Plans for community participation, education, and dialogue.
- Evidence of due consideration of women and individuals of racially and culturally diverse communities.
- Evidence of applicant's ability to administer the project, including organizational stability and appropriateness of budget for the proposed activities.
- Evidence of a thoroughly developed and feasible fundraising plan to meet matching requirements.
- Constituency and community served.
- Completeness and clarity of application package (See requirements below).

Grant Amounts

The maximum grant in this category is generally $50,000. The minimum grant is generally $5,000. All grants must be matched at least one-to-one. Organizations that receive support for planning activities may apply for subsequent funds to implement the final project. Endowment support at the planning stage, however, in no way implies a subsequent grant for implementation.

The panel will recommend grant amounts based on the programs for which the support is requested; the amount requested; the applicant's overall budget; available funds; and the items listed in "Review Criteria" above.

Allowable Costs

For implementation projects, the budget breakdown (Endowment grant and matching funds) on the final application form should include only allowable costs: artists' fees, and, separately, the cost of creating the work (materials and fabrication), the cost of transporting it to the site and installing it, and, if applicable, the dealer's fee.

Total project costs for planning activities should primarily reflect artists' fees and separately, costs for travel, per diem, supplies, publicity, and other costs directly associated with artists' participation. Additional funds may be requested for documentation of innovative planning projects which would serve as models for other communities.

For collaborative projects, applicants should contact both the Visual Arts (202/682-5448) and Design Arts (202/682-5437) Programs for information regarding allowable costs.

The Visual Arts Program expects the payment of professional fees to artists and encourages applicants to cover a substantial portion of these fees and other allowable costs with funds other than those granted by the Arts Endowment. Artists' fees, exclusive of any other costs, should be specified in Section IX.5. "Direct payment to artists" of the application form.

The National Council on the Arts and Visual Arts Program advisory panels have recommended that a dealer's fee not exceed ten percent of an artist's fee.

Additional costs such as site preparation, staff salaries and staff travel, administrative expenses, cost of artists selection procedures, and long-term care and maintenance costs must be met by additional sources. Such payments will not be considered part of the matching funds. A budget for the overall project, including such additional costs, should accompany the final application on a supplementary 8½" × 11" sheet. (See requirements below.)

Deadline and Announcement Dates

See Application Calendar inside the front cover of these guidelines.

(Continued on next page)

Art in Public Places, continued, Special Application Requirements

These requirements have changed substantially in recent years. Please read them completely before proceeding further. Then please review the above information on "Allowable Costs," and turn to page 16 and familiarize yourself with the information in the Art in Public Places Supplementary Information Sheet. Also refer to page 22 of these guidelines, "How to Apply for Grants to Organizations." This will provide you with a list of required application materials and the order in which they should be presented.

Art in Public Places applicants must submit:

1. **Three copies** of a completed Organization Grant Application form NEA–3 (Rev.). In Section IV of this form describe the project for which you are requesting support. You may continue this description on no more than 2 additional 8½" × 11" pages. Provide **three copies** of each additional page. In your project description, please do not duplicate information requested in the Art in Public Places Supplementary Information Sheet. This material will be reproduced for panel review.

   Your project description must contain:
   - A description of the proposed site.
   - The name of the selected artist and a brief biography (resumes are not acceptable).
   - Evidence that the artist has agreed to undertake the proposed project. (Please attach the letter of agreement.)
   - A plan for payment of fees to the artist, including payment for proposals and planning activities.
   - A description of plans for documenting the process and product of your project.
   - A description of plans for long-term maintenance of your project.

2. **Three copies** of a statement of project support from civic authorities and community groups as well as site permission. This material will be reproduced for panel review.

3. **Three copies** of completed Art in Public Places Supplementary Information Sheet on page 35. This material will be reproduced for panel review.

4. **Three copies** of a budget for the overall project. (See details under "Allowable Costs" on page 16) Provide this information on one 8½" × 11" page. This material will be reproduced for panel review.

5. **Visual Documentation**

   NOTE: VISUAL DOCUMENTATION IS A CRUCIAL ELEMENT OF YOUR APPLICATION AND SHOULD BE SUBMITTED AS PART OF YOUR APPLICATION PACKAGE.

   You must submit slides or photographs of the proposed site (slides are preferred), and five slides of the selected artist's recent work. Submit slides in 9" × 11" clear plastic slide file sheets, not in Carousels. All slides should be 35mm size in 2" × 2" mounts for Carousel projection. Do not submit glass mounted slides.

   If more than one artist is involved in your project, submit five slides for each. Do not submit a separate slide file sheet for each artist but fill slide file sheets to the extent possible with site and artists' slides. Please label each slide with a number, the name of your organization, and the name of the artist or site, as applicable. You must also provide a script for your slides keyed to the numbers on the slides. Scripts should be typed on 8½" × 11" pages, should not exceed one page per slide file sheet and should provide for each artist's slide the artist's name, the date, dimensions, location, and medium of the work documented. For site slides the script should provide brief explanatory statements so the panel may quickly understand what is being presented.

   Keep copies of everything you send. All slides will be returned by regular mail after the panel has reviewed them. The Endowment cannot be responsible for any loss or damage.

Please contact the Visual Arts Program if you have questions (202/682-5448).

Special Projects

This category is designed to respond to new and creative ideas that will have a broad impact on the visual arts field and are not eligible under the other categories described in these guidelines. Projects must be consistent with the purposes of the Visual Arts Program as outlined in the introduction on page 4. Only a very limited number of projects of national or regional significance will be supported. Applications will be accepted at any time during the year, but no later than March 30, 1990. Organizations interested in applying must contact the Visual Arts Program (202/682-5448) before applying.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment's Public Information Office.

Those programs which may be of particular interest to individuals involved in the visual arts field are described briefly below. For further information, call the number provided or write:

_____(Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Arts in Education

The Arts in Education Program is designed to advance the arts as a part of basic education through cooperative planning and programming by Federal, state, and local arts education and education agencies, organizations, and personnel. For more information, contact your state arts agency or the Endowment's Arts in Education Program. (202/682-5426)

Design Arts

The Design Arts Program supports a variety of projects in architecture, landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design. The Program offers grants to organizations and individuals. (202/682-5437)

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community. (202/682-5443)

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/682-5449)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artists' colonies, service organizations, and artists' projects: new forms. (202/682-5444)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Museums

The Museum Program offers assistance for a variety of museum projects primarily of artistic significance. Special exhibitions, catalogues, conservation, and educational and other outreach projects are among the activities assisted. (202/682-5442)

Challenge Grants

Challenge III Grants are designed to assist projects with potential to help move the nation forward in achieving excellence in the arts, and access to, and appreciation of such excellence, both directly and through nonfederal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and support systems for the arts. (202/682-5436)

Advancement

The Advancement Program is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases—Phase One: Planning/Technical Assistance and Phase Two: Matching Advancement Grants (generally ranging from $25,000 to $75,000) which must be matched at least three to one during the 30-month maximum grant period. (202/682-5436) Current plans call for eligibility according to the following timetable:

Fiscal Year 1990: Dance, Expansion Arts, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and **Visual Arts**.
Fiscal Year 1991: Arts in Education, Design Arts, Inter-Arts, Museums, Music, and Theater.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5532 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for $3.75 each (specify stock number 036–000–00047–3).

National Endowment Arts Administration Fellowships

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for three-month Fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would be beneficial must apply through the appropriate discipline program.

A similar exchange opportunity for up to ten artists each year has been established with France. Please contact the discipline program for further information.

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual.

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. The Drug-Free Workplace Act of 1988 requires that recipients of Federal grants certify that they will provide a drug-free workplace. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities; and

- Comply with National Endowment for the Arts regulations (45 C.F.R. 1154) implementing Executive Order 12549, "Debarment and Suspension," requiring applicants to certify that they have not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a grant by any Federal department or agency. It also requires that applicants include this clause without modification in all lower tier covered transactions (excluding contracts under $25,000), solicitations, and proposals. A copy of 45 C.F.R. 1154 is available from the Endowment's Office of the General Counsel.

  You must submit an "Assurance of Compliance" form regarding the above with each application to the National Endowment for the Arts. A form is provided at the back of these guidelines

[1]Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

Organizational applicants must follow the general instructions below and the "Special Application Requirements" for their category.

Visual Artists Organizations	page 7
Visual Artists Forums	page 12
Art in Public Places	page 15

All materials must be typed; copies must be clearly readable. All information should be on letter-size paper. Use standard-size type; do not photoreduce copy. Please submit one copy of each item unless otherwise specified. Be sure to keep copies for your records. **Submit materials in the order listed below.**

1. **Three copies** of the Organization Grant Application form NEA–3 (Rev.). One blank form starts on page 25. One copy submitted must be a typed, signed original.

2. Information and visual documentation requested under "Special Application Requirements" for your category. (For Special Projects, contact Program.)

3. One copy of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of state or local government.

4. One copy of the Assurance of Compliance Form on page 37. All applicants must submit a completed form whether or not one has been submitted previously.

5. One copy of a list of grants you have received from the Arts Endowment in the past two years, and a list of any application pending in other Endowment programs.

6. The completed Application Acknowledgment Card which appears on the back cover of these guidelines. Place this card on top of your application package.

Please send **all** materials in **one package** to:

Information Management Division/VA, 8th floor
(Category under which you are applying)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Reminder: In order to be eligible for funding, former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Final Reports should not be included in the application package. Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

These instructions are keyed to the numbered sections of the application form found immediately following:

I. **The applicant organization's name** as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the applicant as a unit of either state or local government.

II. **Program category under which support is requested.** Please indicate the appropriate category:
Visual Artists Organizations
Visual Artists Forums
Art in Public Places
Special Projects

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. A grant period of more than one year is allowed. A project should not begin before the starting date indicated on the Application Calendar.

IV. **Summary of project description.** Describe clearly and concisely how the requested funds will be spent. **The first sentence of your project description should briefly summarize your entire project;** more detail should be provided in subsequent sentences. Where appropriate, include the names of key personnel. Also review the "Special Application Requirements" for your category for specific information to be included here.

V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.

VI. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest $10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

VIII. **Organization total fiscal activity.**

A. **Expenses** should include Arts Endowment projects funded and anticipated.

B. **Revenues, grants, & contributions** should include Endowment grants received and anticipated.

IX. **Budget breakdown of summary of estimated costs** (Art in Public Places applicants should refer to "Allowable Costs" on page 16 when completing this section.)

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 21. Fringe benefits may be included here only if not included as indirect costs.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $5,000 per unit with an estimated useful life of one year or less.

(Continued on next page)

Instructions for Completing Organization Grant Application Form NEA–3 (Rev.), continued

IX. 3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. **Permanent equipment** includes equipment costing $5,000 or more per unit with an estimated useful life of more than one year. Written justification should include a brief description of the items, and technical specification where relevant. Except in the Challenge Grant Program, the Endowment has a general policy against support of capital improvements and major construction.

5. **Fees for services and other expenses** includes "Direct payment to artists" and "Other fees and expenses." "Direct payment to artists" refers to honoraria or stipends paid to artists (and in some cases to critics or contributors to publications) for the use of their work or services during the proposed grant period. "Other fees and expenses" include rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artists fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. **Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency. A copy of the agreement must accompany the application.

X. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.

A. **Contributions:**

1. **Cash** donations anticipated for this project, except direct donations to the Endowment, and

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. **Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application, or other Arts Endowment grants received or pending.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. **Revenues** include all other funds, regardless of source, expected to be used on this project.

XI. **Final Reports** on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must have been submitted to maintain eligibility. Do not include with your application package.

XII. **Certification** must be signed by an official of the applicant organization with authority to obligate the organization.

OMB No. 3135–0066 Expires 3/31/90

Visual Arts Program FY 1990

Organization Grant Application Form NEA–3 (Rev.)

Applications must be submitted in triplicate and mailed to: Information Management Division/VA (Category name), 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)

Phone:

II. Category under which support is requested:
- ☐ Visual Artists Organizations
- ☐ Visual Artists Forums
- ☐ Art in Public Places
- ☐ Special Projects

III. Period of support requested:

Starting _____ month day year

Ending _____ month day year

IV. Summary of project description

V. Estimated number of persons expected to benefit from this project. _____

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Fees and other	
B. Indirect costs	
Total direct costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts ..... $ _____

NOTE: This amount (Amount requested): $ _____
PLUS Total contributions, grants, and revenues (X, page 27): + _____
MUST EQUAL Total project costs (VI, above): = _____

VIII. Organization total fiscal activity

	Actual for Fiscal year ending /19	Estimated for Fiscal year ending /19	Projected for Fiscal year ending /19
	month year	month year	month year
A. Expenses	1. $	2. $	3. $
B. Revenues, grants, and contributions	1. $	2. $	3. $

Project Director:

Phone:

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent Equipment

	Amount
Total permanent equipment	$

5. Fees for services and other expenses (list each item separately)

Direct payment to artists (exclusive of costs for travel, subsistence, supplies and materials)

	Amount
Total direct payment to artists	$

Other fees and expenses

Total other fees and expenses	$
Total direct payment to artists and other fees and expenses	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____% Base $ _____

Amount

$ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash

Amount

$ _____

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

Total grants	$

C. Revenues

Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. Final Reports

4

Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984?

_____Yes _____ No. If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 22 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. LATE APPLICATIONS OR APPLICATIONS INCOMPLETE WHEN THE PANEL MEETS WILL BE REJECTED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

OMB No. 3135–0066 Expires 3/31/90

Visual Artists Organizations Supplementary Information Sheet

ONLY Applicants under the Visual Artists Organizations category should complete this form and return it in triplicate with their application. Limit your responses to the space provided on the sheet. Do not use additional pages.

Name of applicant: _____

1. Briefly describe the history of your organization, including its scope of activities and experience in conducting programs similar to those for which funds are being requested.

2. Describe your organization's structure and list board members, advisory panelists, and staff, indicating their professions or areas of expertise. For artists, specify discipline. For all board members specify committee assignments, if applicable. Please limit your response to the space below.

(Continued on reverse)

Visual Artists Organizations Supplementary Information Sheet (continued)

3. Describe how visual artists have an integral role in policy development and programming.

4. Describe how visual artists are selected for your programs. Also describe membership policy, if applicable.

5. Describe your policies for payment of fees to visual artists who provide their work or services to your programs. Be sure to indicate whether fees are paid in all cases or just for certain programs. Also describe your sales or commission policy, if applicable.

6. Describe the size and composition of the constituency served by your organization, the methods used to inform the public of your programs, and your organization's relationship to other arts organizations in the area.

OMB No. 3135–0066 Expires 3/31/90

Visual Artists Forums Supplementary Information Sheet A

ONLY Applicants under the Visual Artists Forums category requesting support for projects other than publications should complete this form and return it in triplicate with their application. Limit your responses to the space provided on the sheet. Do not use additional pages.

Name of applicant: _____

1. Briefly describe your organization and experience in conducting programs similar to the one for which you are requesting support.

2. Describe your procedures for selecting artists or other participants for the proposed program and consideration given to including women and individuals of racially and culturally diverse communities.

3. Describe the professional qualifications of persons responsible for organizing the proposed activities.

(Continued on reverse)

Visual Artists Forums Supplementary Information Sheet A (continued)

4. Describe how the proposed program will be documented and how you intend to disseminate documentation.

5. Provide a brief profile of the audience which the proposed program will serve.

6. Outline your plans for making the public aware of the proposed program.

OMB No. 3135–0066 Expires 3/31/90

Visual Artists Forums Supplementary Information Sheet B

ONLY Applicants under the Visual Artists Forums category requesting support for publications should complete this form and return it in triplicate with their application. Limit your responses to the space provided on the sheet. Do not use additional pages.

Name of applicant: _____

1. Briefly describe your organization and experience in producing publications similar to those for which funds are being requested.

2. Describe your organization's structure in the space provided. Attach a list of board members, advisory panelists, and staff, indicating their professions or areas of expertise. For artists, specify discipline.

3. Describe your policy for payment of contributors to your publication. Provide information on the number and types of contributors paid since January 1989 and the amounts they received. Provide the same information for the proposed period of support.

(Continued on reverse)

Visual Artists Forums Supplementary Information Sheet B (continued)

4. Provide specific production plans for the proposed publication, including projected number of pages and photographs, format, paper, type, binding, and reproduction method. (Indicate whether publication will be typeset and manufactured inhouse or by another organization.)

5. Describe distribution plans for the proposed publication, including name of distributor(s), number of copies projected, frequency of publication (for periodicals), subscription rates, and primary retail outlets.

6. Estimate revenues from sales of proposed publication.

OMB No. 3153–0066 Expires 3/31/90

Art in Public Places Supplementary Information Sheet

ONLY Applicants under the Art in Public Places category should complete this form and return it in triplicate with their application. Limit your responses to the space provided on the sheet unless otherwise directed.

Name of applicant: _____

1. Briefly describe your organization and, if applicable, your experience in conducting programs similar to those for which funds are being requested.

2. Describe the process by which the artist and, if applicable, the design professional was chosen. Briefly describe the qualifications of the selection panel members.

3. Describe how you propose to introduce the project and the artists' work to the community and your plans for community participation, education, and dialogue.

(Continued on reverse)

Art in Public Places Supplementary Information Sheet (continued)

4. Describe the professional qualifications of those primarily responsible for developing and implementing the proposed project (not including the artist), and attach a statement from the project director (one-page maximum) describing his/her role from project planning through completion.

5. Outline your fundraising plan and indicate anticipated sources of matching funds.

6. Provide a brief outline of the audience which the proposed project will serve.

Assurance of Compliance with National Endowment for the Arts Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988 Title IX of the Education Amendments of 1972, and Executive Order 12549, "Debarment and Suspension."

As a condition to approval of a grant, the Arts Endowment requires organizational and individual project applicants to execute this "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the individual or the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required application materials to the Arts Endowment's Information Management Division. It should be noted that signing this form indicates a commitment to comply with the five statutes and the Executive Order referred to herein.

_____ (hereinafter called the "Applicant")
Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (229 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any program or activity receiving Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

The assurance with regard to the above laws and regulations shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

In addition, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," the applicant certifies, by submission of this application and Assurance of Compliance, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees that it will include this clause without modification in all lower tier covered transactions (excluding contracts under $25,000), solicitations, and proposals. Where the applicant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this Assurance of Compliance.

Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), an organizational applicant certifies that it will provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(b) establishing a drug-free awareness program to inform employees about—
    (1) the dangers of drug abuse in the workplace;
    (2) the grantee's policy of maintaining a drug-free workplace;
    (3) any available drug counseling, rehabilitation, and employee assistance programs; and
    (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(Continued on next page)

Assurance of Compliance, continued

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) abide by the terms of the statement; and

(2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) notifying the agency within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;

(f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) taking appropriate personnel action against such an employee, up to and including termination; or

(2) requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

NOTE: An individual project applicant certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears below.

_____

Applicant

_____

Applicant's mailing address

_____

_____

_____

By (President, Chairman of the Board, or comparable authorized official or individual project applicant)

_____

Dated

Notes:

Notes:

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and
Fees Paid
National Endowment
for the Arts
NEA–635

Notes:

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and
Fees Paid
National Endowment
for the Arts
NEA–635

FY 1990 Visual Arts Program **Application Acknowledgment Card**

Applicants should self-address the reverse side of this card and check the box for the category under which they are applying. Include this card in your application package.

- ☐ Visual Artists Organizations
- ☐ Visual Artists Forums
- ☐ Art in Public Places
- ☐ Special Projects

This card will be returned to you to acknowledge receipt of your application by the Visual Arts Program. In all future inquiries, please refer to your application number, which is:

Application Number: _____ Date: _____
Endowment Use Only

Program phone: 202/682-5448
Voice/TDD: 202/682-5496

FY 1990 Visual Arts Program

All applicants should complete this card and return it in their application package.

Category:
- ☐ Visual Artists Organizations
- ☐ Visual Artists Forums
- ☐ Art in Public Places
- ☐ Special Projects

Amount requested _____

Total Project Cost _____

Start date _____

End date _____

Name of Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone _____

Project Director _____ Authorizing Official _____

Application Number--Endowment Use Only—Date _____

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and Fees Paid
National Endowment for the Arts
NEA-635